Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

(Date)

(Revised 1/3/11)

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-		rization (Form RE-1), <u>A</u> rtification Form with all ocratic Institute for I		
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fravel date(s): Oct 7	- 12, 2017	· · · · · · · · · · · · · · · · · · ·		
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	OSTS IN EMPLOYEE	EASE DUE TO THE ACC EXPENSES. (Attach addit		SE OR DEPENDENT CHILD, ON
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☑ Actual Amount				
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	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate				
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•	ction observation to	eam, Margibi area ele	ection commission,	ttach additional pages if multiple voting sites, count
	oelegalion post	election debrief and	Statement meetin	<u> </u>
necessary.): local ele- site, and larger N				17 N
	Chris	Homa	_	11/
	(Printed r	name of traveler)		(Signature of traveler)

(Signature of Supervising Senator/Officer)

Form RE-2

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials: The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

Spons	sor(s) of the trip (please list all sponsors): National Democratic Institute
	ription of the trip: International observation mission to Liberia's October 2017 presidential and ative elections
Dates	of travel: October 7, 2017 - October 12, 2017
Place	of travel: Depart Washington, DC to Monrovia, Liberia and return to Washington, DC
	e and title of Senate invitees: Chris Homan
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip. - OR -
•	B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain complete one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Scnate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
	l certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal. - AND -
:	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked direct or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
X	tify that: The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist of a gent of a foreign principal except for de minimis lobbyist involvement. - AND -
X	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign princ except as provided for by Committee regulations relating to lobbyist accompaniment (see question)

9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	 (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip. OR −
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10). - OR -
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	NDI is facilitating an independent international election observation mission for the 2017 Liberia elections.
	NDI is organizing pursuant to its cooperative agreement with USAID, which is providing funds for the
	mission and the Senate staff. All NDI staff will be paid by US government funds.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	NDI's mission is to support and strengthen democratic institutions worldwide through citizen participation,
	openness and accountability in government. The international observation mission would provide an
	independent and nonpartisan analysis of the conduct of the election.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
17,	NDI has conducted several congressional trips for international observation. An illustrative list of these
	trips can be found in the addendum. NDI also facilitates meetings and briefings for congressional
	delegations through the House Democratic Partnership.
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other democratic insti	tutions to improve gover	nment accountability	/; citizen engageme	ent, and policy
responsiveness to cit	izen needs	<u> </u>		
Total Expenses for Ea	ach Participant:			
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
Good Faith estimate Actual Amounts	\$2530.29	. \$400.00	\$226.14	\$100.00 (good faith estimate of mi supplies and materials, such briefing materi flashlight, deployment supplies)
congressional participation		hat is arranged or or	ganized <i>specificall</i>	rd to congressionally with regard to
participation or b) the congressional participation	e trip involves an event t	hat is arranged or or	ganized <i>specificall</i>	rd to congressionally with regard to
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Reason for selecting The purpose of this to the purpose of the trip is arranged with the purpose of the purpose of the trip is and location of the purpose and location of	e trip involves an event to pation: without regard to congress the location of the event trip is to observe Liberia's	ssional participation. or trip october 2017 electricity:	ganized specifically	y with regard to

]	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
	NDI does not provide lodging or meals that exceed the maximum per diem rate for Federal Government
•	travel. All hotels and meals are within or below the daily rate.
	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
	Participant will be provided with economy class airfare.
	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35). List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why
	the entertainment is an integral part of the event: None.
	:
	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor):
	Signature of Travel Sponsor: Name and Title: Ken Wollack, President
	Name and Title:
	Address: 455 Massachusetts Ave. NW. Suite 800, Washington, DC 20001
	Address:
	Fax Number:
	Fax Number:ken@ndi.org
	r-man Audiess.

U.S. Senate Committee on Ethics PRIMARY TRIP SPONSOR Certification FORM - ADDENDUM

16. Lodging Expense Calculation:

\$200 (1 night in Monrovia) + \$100 (Half Day/Late Checkout in Monrovia) + \$100 (2 nights in Margibi) = \$400

19/20. For Chris Homan:

When in Monrovia for 1 night:

Hotel Name: Royal Grand Hotel City: Monrovia

Cost per Night: \$200 Half Day/Late Checkout: \$100

Reason(s) for selecting: Most secure hotel in Monrovia. Multiple on-site restaurants to reduce

travel in Monrovia during election period in which insecurity is possible.

For Chris Homan

When in Margibi for 2 nights:

Hotel Name: Kakata Kountry Klub City: Kakata Cost per Night: \$50

Reason(s) for selecting: Most secure hotel in Kakata, recommended by NDI long-term observers,

and proximity to polling stations

Time	Location	Event
Saturday, October 7	7, 2017	
5:40 pm	Dulles International Airport	Chris Homan departs Washington, DC for Monrovia, Liberia
Sunday, October 8,	2017	
7:15pm	Roberts International Airport	Chris arrives in Monrovia and met at airport by NDI staff
9:00 pm	Royal Grand Hotel	Check-in at hotel, Chris receives briefing materials
9:30 pm	Royal Grand Hotel	Meeting/discussion with NDI staff to review observation methodology, meet with Monrovia Coordination Center staff, and answers any final questions
Monday October 9,	2017	
5:00 am		Travel to Margibi County
7:00 am	Kakata Country Club Hotel	Check-in at hotel in Kakata, Margibi County
7:30 am – 8:30 am	Kakata Country Club Hotel	Meet with STO partner, assistant, and driver to discuss plans for the day, including background for meetings and identifying potential questions
8:30 am – 9:00 am	Kakata Country Club Hotel	Check-in with Monrovia Coordination Center
9:00am – 9:30am		Depart for meetings
9:30am – 10:30am		Meeting with Elections Coordinating Committee County Coordinator to discuss observation team, findings from pre- election, and plans for election day observation
10:30am – 11:00am		Transit
11:00am – 12:00pm		Meeting with Liberia Election Observers Network County Coordinator to discuss observation team, findings from pre- election, and plans for election day observation
12:00pm – 12:30pm		Transit
12:30pm - 1:30pm	Kakata Country Club Hotel	Working Lunch: Debrief on morning meetings, identify additional information needed, determine questions for afternoon meeting
1:30pm - 2:00pm		Transit
2:00pm - 3:30pm	Magistrate's Office	Meeting with National Elections Commission Magistrate to discuss plans for election day and any outstanding issues.
3:30pm - 4:00pm		Return to hotel
4:30pm - 5:00 pm	Kakata Country Club Hotel	Check-in with Monrovia Coordination Center

NDI INTERNATIONAL OBSERVATION MISSION TO LIBERIA'S 2017 ELECTIONS

' ' '	Kakata Country Club Hotel	Working Dinner: Review day's meetings and E Day agenda
Tuesday October 10,	2017 (Election Day)	
4:00am – 5:00am	Kakata Country Club Hotel	Check in with Monrovia Coordination Center
5:30am – 5:50am	Kakata Country Club Hotel	Depart hotel to observe opening of polling stations
5:50am – 7:00am	Polling station	Observe opening of pre-selected polling station 1. Ensure that all procedures are being followed as intended. Fill out checklists and any other forms needed outlining the accuracy, credibility and transparency of the process.
7:00am - 7:30am		Transit
7:30am – 9:30am	Polling station	Delegates visit polling station 2. Ensure that all procedures are being followed as intended. Fill out checklists and any other forms needed outlining the accuracy, credibility and transparency of the process.
9:30am - 10:00am		Transit
10:00am – 12:00pm	Polling station	Delegates visit polling station 3. Ensure that all procedures are being followed as intended. Fill out checklists and any other forms needed outlining the accuracy, credibility and transparency of the process.
12:00pm – 12:30pm		Transit
12:30pm – 1:30pm	Kakata Country Club Hotel	Debrief on morning polling station observations, check-in with Monrovia Coordination Center
1:30pm - 2:00pm		Break
2:00pm – 2:30pm		Transit
2:30pm – 4:30pm	Polling station	Observe at pre-selected polling station 4. Ensure that all procedures are being followed as intended. Fill out checklists and any other forms needed outlining the accuracy, credibility and transparency of the process.
4:30pm – 5:00pm		Transit
5:00pm – 7:00pm	Polling station	Observe closing at pre-selected polling station 5. Ensure that all procedures are being followed as intended. Fill out checklists and any other forms needed outlining the accuracy, credibility and transparency of the process.
7:00pm – 8:30pm	Kakata Country Club Hotel	Debrief dinner on observations on election day and reporting results to Monrovia Coordination Center
8:30pm		Delegates on their own
Wednesday October	11, 2017	
Ticanicodal Colons.	,	

NDI INTERNATIONAL OBSERVATION MISSION TO LIBERIA'S 2017 ELECTIONS

8:30am		Depart for Monrovia
10:30am – 12:00pm	Royal Grand Hotel	Check-in with Monrovia Coordination Center to confirm data shared, answer questions, discuss specific findings
12:30pm – 1:30pm	Royal Grand Hotel	Working Lunch: Delegates review election day experience with fellow delegates and NDI staff
1:30pm – 2:00pm	Royal Grand Hotel	Break
2:00pm – 4:30pm	Royal Grand Hotel	Debrief and Statement Development: Delegates will discuss the observations from election day, critical incidents during voting, and areas in which there were common experiences among delegates. The delegation will discuss key observations to include in a statement.
4:30pm		Depart for Airport
8:35 pm	Roberts International Airport	Depart Monrovia, Liberia for Washington, DC
Thursday, October 1	2, 2017	
12:55 pm	Dulles International Airport	Arrive in Washington, DC

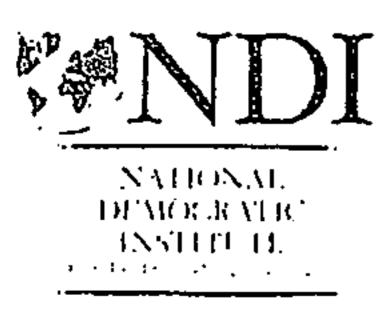
Form RE-1

(Revised 10/19/15)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler:	Chris Homan
Employing Office/Committee:	Senator Richard Durbin
Privaté Sponsor(s) (list all): National Demo	cratic Institute for International Affairs
Travel date(s): October 7-12, 2017	
Note: If you plan to extend the trip for	any reason you must notify the Committee.
Destination(s): Monrovia, Liberia	· ·
Explain how this trip is specifically connected	to the traveler's official or representational duties:
	tor Liberia's national election (as part of an international Ils under my portfolio as Senator Durbin's Senior Foreign
Name of accompanying family member (if any Relationship to Employee: Spouse Contained in this	
(Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING SENAT Secretary for the Majority, Secretary for the Minor	TOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, ity, and Chaplain):
Senator Richard Durbin	hereby authorize Chris Homan
(Print Senator's/Officer's Name)	(Print Traveler's Name)
related expenses for travel to the event describ	eccept payment or reimbursement for necessary transportation, lodging, and ed above. I have determined that this travel is in connection with his or her, and will not create the appearance that he or she is using public office for
I have also determined that the attendance of the of the Senate. (signify "yes" by checking box)	ne employee's spouse or child is appropriate to assist in the representation
Sept 5, 2017	(Signature of Supervising Senator/Officer)



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BOORD OF DRIEF FORS

August 30, 2017

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Chris Homan
National Security and Foreign Policy Advisor
Office of Senator Dick Durbin

Dear Mr. Homan,

On behalf of the National Democratic Institute (NDI), I am pleased to invite you to participate in an international election observation mission to monitor Liberia's forthcoming presidential and legislative elections scheduled for October 10, 2017. The elections represent a historic moment for Liberia, as the country will have the first opportunity for a peaceful transfer of power from one democratically-elected president to another since the 1940s. These polls would mark the end of tenure for President Ellen Johnson Sirleaf, the first female democratically-elected president in Africa.

NDI's election day delegation will comprise 34 political and civic leaders and election experts from Africa, Europe, and North America. Members of the delegation will observe various phases of the electoral process, including the last days of campaigning, voting, compilation and announcement of results. The delegation will issue a preliminary statement on its findings prior to departing Liberia.

NDI plants to have delegates in Liberia from October 5-13, 2017, during which time they would participate in meetings with Liberian stakeholders and subsequently observe election activities across the country's 15 counties. Following meetings and briefings in the capital city, Monrovia, delegates will be deployed in teams of twos across all 15 counties to observe the polls. Upon return to Monrovia after election day, delegates will debrief together and agree on a preliminary statement assessing the elections and providing recommendations to strengthen the country's electoral process. Although NDI will take steps to make in-country travel as safe and easy as possible, you should be aware that in Liberia, travel outside of Monrovia is difficult, as many counties have limited infrastructure and difficult access during the ongoing rainy season.

As is customary practice, NDI will handle all logistical arrangements associated with your participation, which includes an economy class round trip ticket, meals, and accommodation. As we near the elections, we will also send you an agenda, additional logistical information, and briefing materials on Liberia's political environment and the state of election preparations.

NDI has organized more than 150 international election observer delegations in 62 countries and has established a reputation for impartiality and professionalism. We assume that in accepting the invitation you have no conflict of interest (political, financial or otherwise) that would influence your ability to observe the election in an impartial manner and that your presence in Liberia would not be used to pursue private



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COMMITTEE

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors): National Democratic Institute
2.	Description of the trip: International observation mission to the Liberia's October 2017 elections
3.	Dates of travel: October 3 - October 12
4.	Place of travel: Liberia
5.	Name and title of Senate invitces: Please see addendum for full list of invitees
 7. 	I certify that the trip fits one of the following categories: (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip. OR - (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9). I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	- AND -
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	l certify that: The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement. - AND -
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

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democratic institution	is to improve governmen	l accountability, citi:	zen engagement, and	d policy responsi
to citizen needs.			,	
Total Expenses for E	ach Participant:			
	Transportation Expenses	Lodging Expenses	Meai Expenses	Other Expenses
Good Faith estimate Actual Amounts	\$1980 (flight and airport taxi)	\$1010	\$510	*\$181 (visa)
participation or b) the	e trip involves an event th	-	nized without regard ganized specifically	_
participation or b) the congressional particip	e trip involves an event th	at is arranged or or	ganized specifically	_
participation or b) the congressional participation. This trip is arranged very service of the congression	e trip involves an event the	at is arranged or or sional participation.	ganized specifically	_
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participation or b) the congressional particip. This trip is arranged where the congression of the trip is a selecting to the purpose of the trip.	the location of the event of the Libert	sional participation. or trip la 2017 election.	ganized specifically	_
participation or b) the congressional participation. This trip is arranged with the purpose of the trip. Name and location of	e trip involves an event the sation: without regard to congres the location of the event of	sional participation. or trip la 2017 election.	ganized specifically	_
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participation or b) the congressional participation. This trip is arranged with the purpose of the trip. Name and location of See addendum.	the location of the event of the Libert	sional participation. or trip ia 2017 election.	ganized specifically	_

U.S. Senate Committee on Ethics PRIMARY TRIP SPONSOR FORM - ADDENDUM

Section 1: Addendum to Senate Private Sponsor Travel Form

- 4. Invited Senate employees are listed below. These Individuals were chosen for their Africa experience and/or expertise. Please see Section II for a list of all Senators and Senate staff invited.
 - Senator Gary Peters, Senate Armed Services Committee
 - Senator Chris Coons, Senate Foreign Relations and Appropriations Committees
 - Senator Jerry Moran, Senate Appropriations Committee
 - Senator James Lankford, Senate Appropriations Committee
 - Chris Homan National Security and Foreign Policy Advisor, Office of Sen. Dick Durbin;
 - Heather Flynn Senior Professional Staff, Senate Committee on Foreign Relations Committee;
 and
 - Michael Phelan Senior Foreign Policy Advisor, Senate Committee on Foreign Relations.

House members and staff were also invited, including:

- Congresswoman Karen Bass Ranking Member, House Foreign Affairs Committee
- Congresswoman Bonnie Watson Coleman Homeland Security Committee
- Congressman Keith Ellison House Democracy Partnership Member
- Congresswoman Gwen Moore House Démocracy Partnership Member

19/20.. For Chris Homan, Heather Flynn:

When in Monrovia for 4 nights:

Hotel Name: Royal Grand Hotel

City: Monrovia

Cost per Night: \$200

Reason(s) for selecting: Most secure hotel in Monrovia. Multiple on-site restaurants to reduce travel in Monrovia during election period in which insecurity is possible.

For Chris Homan

When in Buchanan for 3 nights:

Hotel Name: Crowne Hotel

City: Buchanan

Cost per Night: \$70

Reason(s) for selecting: Most secure hotel in Buchanan, has meals on site and proximity to

polling stations

For Heather Flynn:

When in Gbarnga for 3 nights:

Hotel Name: Passion Guest House

City: Gbarnga

Cost per Night: \$70

Reason(s) for selecting: Secure location in Gbarnga, has meals on site and proximity to polling

stations

UDITIVITE INATIONAL OUSERVANION MESION TO LIBERIA'S 2007/ELECTIONS

Time	Location	Event			
	Tuesday October 3, 2017				
All day		Delegates depart for Monrovia			
Wednesday October	4, 2017				
7:15pm (*if on	Robertsfield	Delegates arrive in Monrovia and met at airport by NDI staff			
United itinerary	International Airport				
option)	•				
9:55pm (*if on Delta					
itinerary option)		at the transfer and the second			
8:30 - 11:30pm	Royal Grand Hotel	Check-in at hotel and delegates receive briefing materials			
Thursday October 5,	2017				
8:30am - 09:00am	Royal Grand Hotel	Welcome breakfast with Christopher Fomunyoh and			
	ļ	Samantha Smoot			
09:00am - 09:30am	Royal Grand Hotel	Briefing #1: NDI in Liberia			
09:30am - 10:30am	Royal Grand Hotel	Briefing #2: NDI's Approach to International Election			
		Observation			
10:30am - 11:00am	Royal Grand Hotel	Break			
11:00am – 12:30pm	Royal Grand Hotel	Briefing #3: Political Context and Overview for the 2017			
<u></u>	<u></u>	Kenya Elections			
12:30pm – 1:30pm	Royal Grand Hotel	Working Lunch with NDI Liberia Staff			
\		- NDI staff will attend the lunch to discuss NDI programs			
<u>.</u>	 	in Liberia			
1:30pm – 3:00pm	Royal Grand Hotel	Briefing #4: NEC and Election Preparedness			
3:00pm - 4:30pm	Royal Grand Hotel	Briefing #5: Women's Participation in the 2017 Elections			
4:30pm – 5:30pm	Royal Grand Hotel	Briefing #6: Media and the 2017 Elections			
5:30pm		Group Photograph			
7:00pm – 8:30pm	Living Room	Working Dinner with Long Term Observers.			
	Restaurant - Royal	- NDI's long term observation teams will meet with			
\	Grand Hotel	delegates and discuss their observation in their respective			
1		counties that began in August 2017			
0.20		Delegates on their own			
8:30pm	17	3 Dologaros ori alon omi			
Friday October 6, 20		Breakfast			
8:30am - 09:00am	Royal Grand Hotel	Briefing #7: Civil Society Engagement			
09:00am – 10:30am	Royal Grand Hotel	Break			
10:30am – 11:00am	Royal Grand Hotel	Briefing #8: Domestic Election Observation			
11:00am – 12:30pm	Royal Grand Hotel	Lunch			
12:30pm — 1:30pm	Royal Grand Hotel				

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5:30pm - 7:00pm	County hotels	Working dinner to review day's meetings and E Day agenda
Tuesday October 8,	2017 (Election Day)	
4:00am - 5:00am	County hotels	Check in with Monrovia Coordination Center
5:30am - 5:50am	County hotels	Depart hotel to observe opening of polling stations
5:50am - 7:00am	Polling station	Observe opening of pre-selected polling station 1
7:00am - 7:30am		Transit
7:30am - 9:30am	Polling station	Delegates visit polling station 2
9:30am - 10:00am		Transit
10:00am - 12:00pm	Polling station	Delegates visit polling station 3
12:00pm - 12:30pm		Transit
12:30pm – 1:30pm	County hotels	Debrief on morning polling station observations, check in with Monrovia Coordination Center
1:30pm – 2:00pm	County hotels	Break
2:00pm - 2:30pm		Transit
2:30pm – 4:30pm	Polling station	Observe at pre-selected polling station 4
4:30pm - 5:00pm		Transit
5:00pm - 7:00pm	Polling station	Observe closing at pre-selected polling station 5
7:00pm – 8:00pm	County hotels	Debrief dinner on observations on election day and
ļ	<u></u>	reporting results to Monrovia data center
8:00pm	County hotels	Delegates on their own
Wednesday October	11, 2017	
7:00am – 8:00am	County hotels	Breakfast review of election day developments overnight,
	ļ. <u></u> .	including political updates and security updates
8:00am	<u>, , , , , , , , , , , , , , , , , , , </u>	Depart for Monrovia
1:00pm – 2:00pm	Royal Grand Hotel	Lunch
ļ		- Delegates review election day experience with fellow
		delegates and NDI staff
2:00pm – 2:30pm	Royal Grand Hotel	Break
2:30pm — 4:30pm	Royal Grand Hotel	Statement Development - Delegates will discuss the observations from election day, critical incidents during voting, and areas in which there were common experiences among delegates. The delegation will discuss key observations to include in a statement.
4:30pm (*if on United itinerary option)		Depart for Airport
7:30pm (*if on Delta itinerary option)		

"PAT ROBERTS, KANSAS JAMES E. BISCH, IDAHO BRIAN SCHATZ, HAWAII JEANNE SHAHEEN, NEW HAMI - IDRE

DEBO MI SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR EMILY GERSHON, CHIEF CLERK TELEPHONE: (202) 224-2981 FACSIMILE: (202) 224-7416 TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

September 25, 2017

Chris Homan
Office of Senator Richard J. Durbin
United States Senate
Washington, DC 20510

Dear Mr. Homan:

This responds to your recent correspondence concerning an invitation you received to travel with an international delegation to observe the election process in Monrovia, Liberia on October 7-12, 2017, sponsored by National Democratic Institute for International Affairs (NDI), using funds provided to them by the U.S. Agency for International Development under a cooperative agreement. NDI certified to the Select Committee on Ethics (the Committee) that it will pay the necessary expenses¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. NDI has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at any point throughout your trip.²

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, NDI is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel*

¹ The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 8.

² The term "any point throughout your trip" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel - Glossary of Terms at 2.

Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country. However, NDI represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code. A

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government). The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 9, 2015 setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual, on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer

Chief Counsel and Staff Director

Deborah Lu Maryn

Enclosure: Travel Checklist

³ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁴ 26 U.S.C. § 501(c)(3).

⁵ 5 U.S.C. § 7342.

⁶ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file Financial Disclosure Reports.

SECRETARY OF THE SENATE PUBLIC RECORDS

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Prior to Traveling: Receive a Letter of Approval from the Committee

Obtain a letter from the Committee. You may only accept the trip after receiving a letter from the Committee specifically authorizing your participation in the privately-sponsored travel.

Post-Travel Disclosure

Within 30 Days of Conclusion of Privately-Sponsored Travel: Submit Completed Post-Travel Disclosure Package

File with the Office of Public Records in SH-232

Ø		submission of Post-Travel Disclosure Package is timely. Post-Travel Disclosure Packages must be submitted to the Office of Public Package within 20 days of completion of Privately Spansored Travel Trip
نعر	Comple	Records within 30 days of completion of Privately-Sponsored Travel. Trip extensions for any purpose do not extend this deadline. ete Employee Post-Travel Disclosure of Expenses Form (Form RE-2) Ensure this form is typed and that all of the fields are completed. Ensure your supervising Senator or Officer has signed the form after determining
ø	☐ Ensure	the actual trip expenses were necessary under Senate Rules and the Committee's Privately-Sponsored Travel Guidelines. Personally sign this form. Post-Travel Disclosure Package is complete. A complete Package includes:
	a	Form RE-1 Form RE-2 Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
	4	Completed and signed Private Sponsor Travel Certification Form (verify with the private sponsor that you have the correct and final version of the form). All attachments to the Private Sponsor Travel Certification Form
		 Complete and final itinerary List of Senate invitees Any other necessary attachments

Please contact the Committee if you have any questions.

Phone: (202)-224-2981 Fax: (202)-224-7416